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ROUTING AND RECORD SHEET										
SUBJECT: (Optional)				.:						
Participation in the M	lanageme	ent Semi	nar, 2 F							
FPOM.			EXTENSION	OTE 83-3501						
Director of Training and Education 1026 Chamber of Commerce Building				18 JAN 1983						
TO: (Officer designation, room number, and building)	DATE		OFFICER'S	COMMENTS (Number each comment to show from whom						
	RECEIVED	PORWARDED	INITIALS	to whom. Draw a line across column after each comment.)						
Director of Data Processing 2D0105 Headquarters		1 FE	8 1983 15/g							
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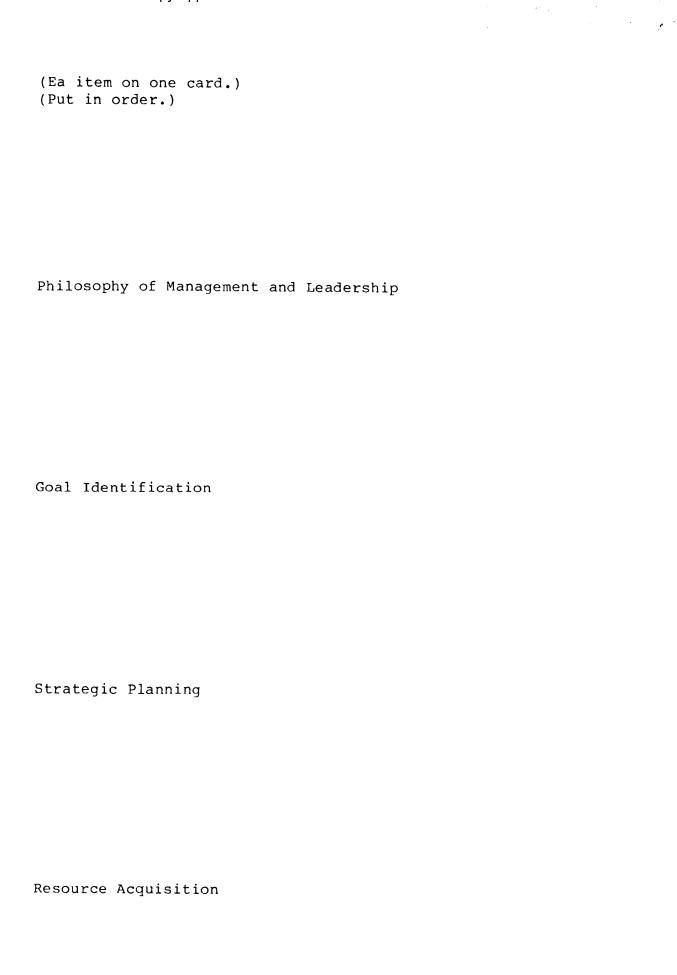
OTE 83-3501

MEMORANDUM FOR:	Director of Data Processing	
FROM:		STAT
	Director of Training and Education	
SUBJECT:	Participation in the Management Seminar, 2 February 1983	STAT

- 1. I am pleased that you are able to accept the invitation to meet with the participants of the Management Seminar on Wednesday, 2 February 1983. The Management Seminar is designed for second-level managers, GS-13/15, who plan and manage office- or division-level resources.
- 2. The purpose of your participation is to provide the participants an opportunity to hear a candid statement on the nature of managerial work in our organization from one of the Agency's senior managers.
- 3. The format of the "exchange" calls for a short introductory statement. We suggest that the statement be along the following lines: your personal philosophy of leadership and management; the "trials and tribulations" and rewards that you derive from your own work as manager; your thoughts on what you consider good management; and your assessment of mid-level managers in the Agency. You are scheduled to start at 7:00 p.m. and finish around 9:00 p.m.

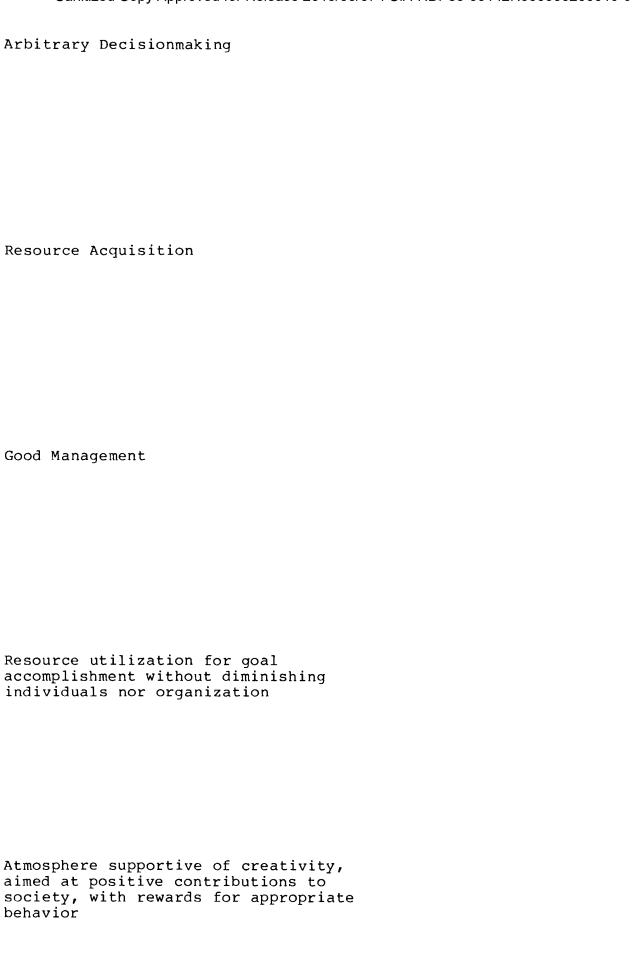
4. Thank you for being so generous with your till If you have any questions, please call Management Seminar Chairman, on extension	ime.
Management Seminal Chaliman, on extension	

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Organizati	ional Ide	entity		
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People				
Ideas				
Change				
Boundary T	ensions			

Cloudy Decisionmaking



Human side of equation. uppermost

Avoidance of bureaucracy for its own purpose

(all the following on one card)

Mid-Level Managers

Cautious

Parochial, Embryonic

Management Philosopies

Service Oriented

Insufficiently concerned with motivation and behavior